

BIDDING PROCEDURES

- Projects over \$25,000

WHAT TO EXPECT ONCE THE PROJECT IS ADVERTISED

Once the project has been advertised in the Central Register and Newspaper, the Architect/Engineer and the Awarding Authority can expect many of the following events to occur.

BID DOCUMENT DISTRIBUTION

- Bid Documents should be available as a PDF and Hard Copy **OR** at the electronic host's website;
- Architect/Engineer sends a copy of the Bid Documents to Bid Docs Online for the DHCD Archives;
- Distribute Bid Documents to potential bidders and plan rooms;
- Plan Rooms:
 - iSqFT, (800) 364-2059, www.iSqFt.com ,
 - MHC/Joseph Merrit & Co., (800) 344-4477, www.merrittgraphics.com
 - Project Dog, (978) 499-9014, www.projectdog.com,
 - CMD (formerly Reed Construction Data), (800) 424-3996, www.cmdgroup.com.
- Have forms available for Bidders Upon Request:
 - [Bid Forms](#) as appropriate to Project type and cost estimate
 - [Bidder's Reference](#) forms
 - [DCAMM Update Statements](#)
- Prepare & Keep a [List of Plan Holders](#) that Pick Up Plans. If the bid documents are hosted electronically, the host will maintain the Plan Holders' list.
 - NAME
 - ADDRESS (street and e-mail)
 - PHONE NUMBER
 - CONTACT PERSON
 - Amount and form of the plan deposit
- Mail or Email Plans to prospective bidders who have requested and sent the fee or direct them to the electronic plan holder host;
- Send a List of Plan Holders to CENTRAL REGISTER weekly (use form CR-5).
 - [Use Central Register Online Process](#)

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ANSWERING BID QUESTIONS and SITE VISITS DURING BIDDING

- Answers Questions in Writing and Send to all Plan Holders as an Addendum, e-mail is acceptable. This may be delegated to the Architect/Engineer. If the bid documents are being hosted electronically, send the addendum to the host for distribution.
- Coordinates Site Inspections with designer
- Conducts Pre-Bid Conference with designer

RECEIVING BIDS

- Receives Mailed Bids at the LHA. Do not open until the Advertised date and time.
- Receives Hand Delivered Bids at the LHA. Do not open until the Advertised date and time.
- Accept Returned Plans & Return Plan Deposits to Bidders

Go to [How to Conduct a Bid Opening](#) for information on bid opening procedures.